**End of Year Checkout**

**Robidoux**

**2011-2012**

Teacher’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room # \_\_\_\_

Summer Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Classroom**

Keep in mind that the janitors have to move everything in your room out and the easier the move for them, the better and faster they can clean. Top floors will be cleaned first.

* Teacher’s desk completely cleaned
* Top of file cabinets completely cleaned
* Bookshelves not on wheels need to be unloaded
* Bookshelves on wheels **do not** need to be unloaded
* Top of cabinets cleaned
* Tables cleaned
* Load boxes on tables and not floors
* Floors completely picked Up
* Computer area cleaned
* Walls need to be cleared—painting will be done this summer
* Draw classroom set-up on white board
* Remove all food/drink, etc. from refrigerators
* Please don’t overload trashcans. Just ask Rick, Lonnie, or Wes for extra trash bags.

**Professional Books**

* If leaving, please turn in professional books

**Student Scheduling Considerations**

* Student avoid lists completed (see attached form)
* Communication Arts—7th grade recommended students for 8th grade small reading group.

**Technology**

* **DO NOT leave without having Dane update your laptop.**
* **If leaving district, turn in laptop with case and accessories.**

**504 PLANS**

* Return any copies of plans to Dave Wing

**Student Files**

You are responsible for your advisement student files:

* Make sure there is an access in the front of each file
* Grade cards stapled to back of folder--most recent on top. Make sure all grade cards are stapled—not just current year.
* Record grades and attendance in BLACK INK
* Make sure MAP and Explore stickers are on the card insert.

**Furniture**

* Tag any furniture or supplies you do not want to stay in your classroom with “Take To Storage”

**Miscellaneous**

* Turn in Grade Book (if you keep a hard copy) to Administration
* You may keep keys unless leaving or want to turn in

**Department Chairs**

* Please turn in book count including number missing, student assigned missing book, and teacher.

**Important Dates:**

* Registration August 1st —7th Grade

August 2nd —8th Grade

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| **Maintenance Requests**  **Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |

|  |  |
| --- | --- |
| **Student Avoid List**  **Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 1. (example: John Smith and Trey Johnson) | 8. |
| 2. | 9. |
| 3. | 10. |
| 4. | 11. |
| 5. | 12. |
| 6. | 13. |
| 7. | 14. |